



Office of
Library &
Information
Services

Rhode Island Department of Administration

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Library Services

June 2003

Dear Institutional Library Administrator,

The Office of Library and Information Services (OLIS) is pleased to announce that the FY2003 Annual Report for Institutional Libraries is available online through the LORI website, www.lori.ri.gov. The Report includes all of the documentation that OLIS requires in this year's Annual Report cycle in application for Grant-In-Aid. Print copies of the Annual Report will not be sent.

The Library Administrator is responsible for downloading the Annual Report documents and submitting the required forms to OLIS, Attn. Institutional Grants no later than **September 15, 2003**. Please give the Institutional Finance Officer and Institutional Director the Finance Officer letter. The Finance Officer and the Library Administrator must sign the Certification of Appropriation and Expenditure.

If your library cannot meet the deadline, please send a written or email request at least 2 weeks in advance of the due date explaining why the Report could not be submitted on time and when it will be submitted. The deadline for submitting the Certification of Appropriation and Expenditure cannot be extended.

Sincerely,

Ann L. Piascik
Library Program Specialist III

Annual Report Documents on the web :

General Instructions
Application for Grant-In-Aid
Finance Officer letter
Certification of Appropriation and Expenditure
Annual Report form and Definitions
Library Hours form
Wages form, Instructions and Job Categories